

**HOUSING FOR PUBLIC SCHOOL EMPLOYEES, CITY EMPLOYEES AND CHILD CARE
TEACHERS PROGRAM (HPCC)**

DOWN PAYMENT ASSISTANCE PROGRAM

To: Sunnyvale Public School Employee, City Employee, and Child Care Provider:

Thank you for your interest in the Down Payment Assistance Program for Sunnyvale's *Housing for Public School Employees, City Employees and Child Care Teachers Program*.

The City may provide a deferred payment loan of up to \$50,000 to assist in the downpayment toward the purchase of a home within one of the following cities: Sunnyvale, Cupertino, Santa Clara, San Jose, Saratoga, Los Altos, or Mountain View.

Please complete the enclosed application form and be sure to include all required documents (see instructions).

Return the completed loan application to the City of Sunnyvale Housing Division.

If you have questions concerning the program or need assistance in completing the application, please call Katrina Ardina at 408-730-7451 or e-mail kardina@ci.sunnyvale.ca.us.

You may mail your application to:

City of Sunnyvale
Attn: Katrina L. Ardina, Housing Programs Analyst
Housing Division
P.O. Box 3707
Sunnyvale, CA 94088-3707.

City of Sunnyvale

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Application Completion Instructions

The application must be filled out completely by you and any co-borrower.

REQUIRED ATTACHMENTS TO YOUR APPLICATION FORM

- ☐ Most recent Federal Income Tax Returns for you, any co-borrowers and anyone in your household over 18 years of age (if they filed separate income tax returns). Please all include supporting schedules.
- ☐ W-2 statements, 1099s and any supporting schedules attached to these returns for you, your co-borrower's and any other household members who are 18 years of age or older.
- ☐ Your last two paycheck stubs with year-to-date income and other current income statements (e.g., interest, dividends, pension and social security payments) for each household member who is age 18 years or older.
- ☐ Certification signed by your employer indicating that you are either: **1)** a permanent, full-time employee, employed by a school district serving Sunnyvale **and** assigned to a school where the majority of students are residents of Sunnyvale (See attached listing of schools identified where the majority of students are residents of Sunnyvale); **2)** a full-time (permanent) employee with the City of Sunnyvale; or **3)** a qualified child care provider working at a State-licensed childcare center located within the City of Sunnyvale or childcare center for school-aged children operated by a school district within the City of Sunnyvale **and** qualified to teach under State Title 22 requirements.
- ☐ Signed authorization for [City to obtain Verification of Employment](#)
- ☐ [Authorization to Release Information](#)
- ☐ Signed authorization for [City to obtain Credit Report](#)
- ☐ [Authorization to obtain Preliminary Title Report](#)
- ☐ Applicants must attend a first-time homebuyer workshop (4 hours) to participate in the Program. Workshop participants receive Community Home Buyer Certificates. If you have completed a homebuyer workshop, please provide a copy of the certificate.
- ☐ [Copy of Deposit Receipt](#)